

## Questions & Answers on Parity Guidelines

This memo is in response to questions about parity guidelines from potential applicants to the Eisenhower Regional Mathematics and Science Education Consortia Program and the Regional Technology in Education Consortia (RTEC) grant competitions. This memo seeks to clarify which guidelines are considered voluntary versus those that are mandatory. Please be advised that mandatory language on page 11 of the Eisenhower application (page 19-20 of the RTEC application) supercedes those duplicate items listed as voluntary on page 10 of the Eisenhower application (page 17-18 of the RTEC application).

Below is a summary of what is mandatory and what is voluntary.

Mandatory requirements for paper submittals taken from page 11 are as follows:

1) The narrative must be limited to the equivalent of no more than 30 pages for Eisenhower applicants and 40 pages for RTEC applicants or 2000 characters per page for the page limit specified, using the following standards:

- \* a page is 8 1/2" X 11", on one (1) side only with one (1") inch margins at the top, bottom, and both sides

- \* you must double space (no more than 3 lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- \* use font that is either 12 point or larger or not smaller than 10 pitch (characters per inch).

The voluntary guidelines for paper submittals include:

1) use of grayscale for all illustrations

2) placement/location of page numbers

3) placing applicant's name, DUNS number, and CFDA number at the top right of each page.

4) organizing the narrative according to the selection criteria

5) use of formatting such as bold, underline, italics, or colored text.

Additional points of clarification include:

- \* What are examples of "other items" as stated on page 11 of the Eisenhower application ("the text of the selection criterion or other item, if included, does not count against any page or character count limitation). "Other item" refers to attachments contained in the appendix, specifically resumes of project personnel, letters of commitment, and regional board member bios.

- \* Placing applicant's name, DUNS number, and CFDA number at the top right of each page does count toward the page count and is voluntary. We recommend, however, that applicants put some form of identification at the top right of each page of the application.

- \* How are characters in a chart, graph, or table counted? Electronic applicants are referred to the E-GAPS Quickstart Guide under the heading, "How do I Count the Characters in an Attachment?" Paper applicants will be evaluated using similar procedures. The E-GAPS system will translate the page count entered to an equivalent number of characters to be included in the overall character count limits placed on the application narrative sections. For example, if your attachment is three pages in length following ED's page guidance (see mandatory requirements stipulated above), then the character count of your attached file will be 6000 characters.

- \* Electronic applicants have the option of submitting a "paper back up" of their electronic

submittal. This "paper back up" is simply a print out of what the applicant entered into E-GAPS, not a reformatted document using some other word processing software. The paper copy will be used in the event of a malfunction that caused the electronic document not to transmit properly. Paper back ups should be sent directly to the program office, NOT the Application Control Center.

The mailing address for the Eisenhower Consortia program office is:

Eisenhower Regional Consortia Program  
Attention CFDA#84.319A—ORAD/DDPD  
U.S. Department of Education  
555 New Jersey Ave., NW  
Washington, DC 20208

The mailing address for the RTEC program office is:

RTEC Program  
Attention CFDA#84.302A—ORAD/LTD  
U.S. Department of Education  
555 New Jersey Ave., NW  
Washington, DC 20208

Paper back up of the electronic submittal should be postmarked on or before the competition closing date deadline and show one of the following as proof of mailing:

- (1) A legibly dated U.S. postal service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary
- (5) If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:
  - \* a private metered postmark.
  - \* a mail receipt that is not dated by the U.S. Postal Service.

If you have technical questions pertaining to submitting an application electronically, please contact the E-GAPS Helpdesk at telephone 1-888-336-8930, Monday - Friday, 8AM-8PM, EST. Questions about the application content or program specific support should be directed to program office staff.

For the Eisenhower Program, contact Jill Edwards Staton at telephone 202-219-1669 or email [jill\\_edwards@ed.gov](mailto:jill_edwards@ed.gov).

For the RTEC Program, contact Enid Simmons at telephone 202-219-1739 or email [enid\\_simmons@ed.gov](mailto:enid_simmons@ed.gov).